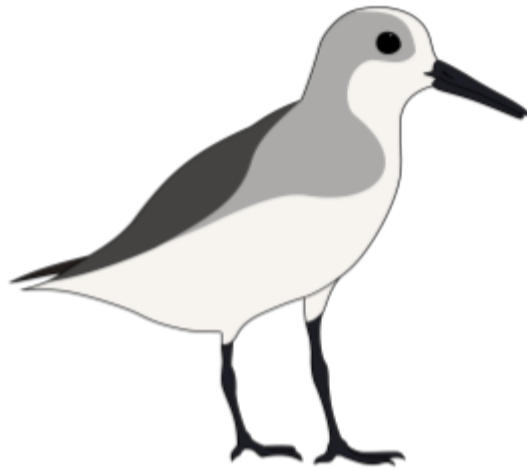


# Program Information Platform for Ecosystem Restoration (PIPER) Performance Report System User Manual

2020

GULF COAST ECOSYSTEM RESTORATION COUNCIL



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# Introduction


This guidance is intended to assist Gulf Coast Ecosystem Restoration Council (RESTORE Council) award recipients in creating and submitting annual award Performance Reports in the Council's Program Information Platform for Ecosystem Restoration (PIPER). Performance Reports are to be submitted in PIPER in addition to the Financial Reports that are submitted through GrantSolutions.

## Getting Started

To begin the Performance Report Submission process, please log into PIPER at <https://www.restorethegulf.gov/apps/piper>. If you are unable to log into PIPER please contact the RESTORE Council helpdesk ([helpdesk@restorethegulf.gov](mailto:helpdesk@restorethegulf.gov)).

Upon logging in, select "Go" under the "Performance Report" module box as shown below.





### Program Information Platform for Ecosystem Restoration (PIPER)

Use the links below to navigate to the different application modules.

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#### Collaboration

This module features spatial viewing of the collaboration database.

[Go](#)

#### Proposal

This module features proposal record creation and reviewing.

[Go](#)

#### Application

This module features application record creation and reviewing.

[Go](#)

#### Tools

- [MERLIN - Metadata Tool](#)
- [Helpful Links](#)

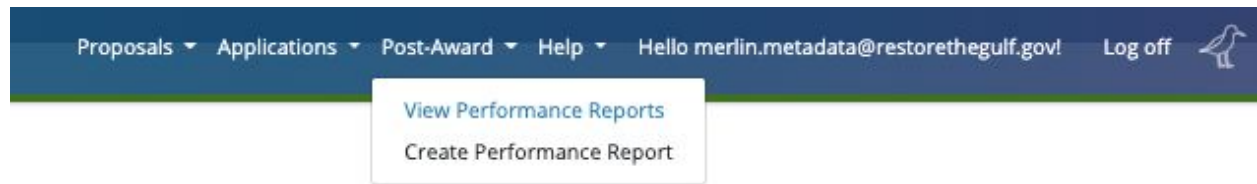
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#### Performance Report

This module features data entry for performance reporting.

[Go](#)

# Creating a Performance Report



**Step 1:** Select the Post-Award tab at the top of the webpage. This will present you with two options: “View Performance Reports” and “Create Performance Report.” Select “Create Performance” to begin.

A screenshot of a web form titled 'Create Performance Report'. The form is divided into two main sections. The left section, 'Select an Awarded Application', contains a dropdown menu with the selected option 'Bliss Bay Submerged Aquatic Vegetation Rest'. The right section, 'Application Details', displays information for the selected application: Title ('Bliss Bay Submerged Aquatic Vegetation Restoration and Monitoring Program'), Abstract (a paragraph about SAV restoration and monitoring), Activity Type ('Planning and Implementation'), and Requested Funding Amount ('875000'). At the bottom right of the form is a green button labeled 'Create Performance Report'.

**Step 2:** You will then be taken to a page with a dropdown list titled “Select an Awarded Application” containing the awarded projects and programs for your agency. Once an awarded application is selected, details about that award will be displayed under “Application Details”, including the application title, abstract, activity type, and requested funding amount. After selecting the appropriate application from the “Select an Awarded Application” dropdown, click the green “Create Performance Report” button in the bottom right of the page.

You will then be brought to a blank Performance Report, which includes a series of tabs, all of which will be explained in further detail in designated sections of this user manual. Some information in these tabs will be pre-populated with information submitted in your selected award application. You may save your progress by clicking the green “Save” button at the bottom of the Questions tab to enable you to return to your report if need be. You can return to an incomplete report by selecting “View Performance Reports” under the Post-Award tab on the top of the webpage. Select the pencil icon next to the report you want to edit, allowing you to resume performance reporting.

## Performance Reporting Questions

The screenshot displays the 'Questions' tab of a Performance Report. It contains the following questions and input fields:

1. Is the project on schedule?  \*
2. Are there any goals that may not be fully accomplished or metric targets that may not be met within the award time?  \*
- If "YES" can those goals be accomplished and metric targets met with a time extension, modification of milestone dates, or other adaptive management strategies?  \*
- If "Yes", please indicate whether you have communicated this to Council staff, and whether you need to have further discussion with Council staff.  \*
3. Please describe any adaptive management strategies you have implemented or plan to implement to help accomplish project goals and meet metric targets, including a time extension and/or modification of milestone dates. Please also be sure to update this information in the milestones reporting, if appropriate.
4. The metric values for your project are shown on the "metrics" tab. Would you like to update them?

The following questions are included as part of the Questions tab in the Performance Report. Please answer Yes, No, or N/A and provide explanations in the note sections where appropriate.

### 1. Is the project on schedule?

If “No”, please provide an explanation for why the project or program is not on schedule.

### 2. Are there any goals that may not be fully accomplished or metric targets that may not be met within the award time?

If “Yes”, please provide an explanation of the goals and/or metric targets that may not be met, and the reason.

**If "YES" can those goals be accomplished and metric targets met with a time extension, modification of milestone dates, or other adaptive management strategies?**

If "Yes", please indicate whether you have communicated this to Council staff. Select "No" if you need to have further discussion with Council staff.

**3. Please describe any adaptive management strategies you have implemented or plan to implement to help accomplish project goals and meet metric targets, including a time extension and/or modification of milestone dates. Please also be sure to update this information in the milestones reporting, if appropriate.**

**4. The metric values for your project are shown to the right. Update the "current" value for all metrics, as appropriate.** Select "Yes" if you have updated your metric's "Current" values. Select "No" if there is no change to your metric values. Please see the [Metrics Information section](#) of this User Guide for additional guidance on updating your metric values.

**5. Have you begun collecting observational data?** In the text box, please provide a brief description of the observational data you have begun collecting.

**6. Are you on schedule to perform all data collection activities described in your ODP?** (Observational Data Plan<sup>1</sup>) If no, please provide an explanation for why you may not achieve the data collection goals outlined in the ODP submitted with your project/program award. If no, please also describe any plans to revise your ODP given this information.

**7. Have you submitted an updated ODP?** Answer "Yes" if you have uploaded an updated ODP, containing new or revised information, with this performance report. In the text box, provide a brief description of any updates made to the ODP.

**8. Is your ODP up-to-date? To answer yes, your ODP should accurately reflect all the information available about your planned and/or ongoing data collection and management activities, including the timing and schedule for data collection and management.**

If "no," briefly describe the needed revisions and indicate when an updated ODP will be provided.

**9. Is there information needed to complete your ODP that is still unavailable or TBD?**

If "yes", when do you expect this information to be available?

**10. Are your data publicly available?**

If "no," when and how it will it be shared?

If "yes," how and where is it accessible? Is the associated metadata record in the Council's metadata record tool ([MERLIN](#)) up-to-date?

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<sup>1</sup> Projects using the ODP template released with the [ODP Draft Interim Guidance](#) will have a separate Data Management Plan (DMP). For these projects, reporting instructions that refer to the ODP should be taken to refer to both the Observational Data Plan and Data Management Plan. As of the release of the 2021 ODP Guidance, the DMP template is supplanted by the electronic ODP form, which includes fields for all information formerly provided in the DMP. Projects using the electronic ODP form released in 2021 will not have a separate DMP.

**11. If you have developed any deliverables, reports, or publications (manuscripts in refereed journals, presentations, etc), have they been uploaded to PIPER?**

**12. Leveraging information for your project is shown to the right. Do you need to update your leveraging information?** If yes, update the leveraging information, as appropriate. Please see the [Leveraging Information section](#) of this User Guide for additional guidance on updating your leveraging values.

**13. If co-funding has been identified for this project, are you on target to receive those funds?**

**14. Have you updated your GIS files?**

If "yes," please describe what changed and why.

**15. Have you met the requirements of any special award conditions applicable to this performance period?**

If "Yes", please provide a description of the special award condition requirements addressed.

**16. Is this a CPS-funded project?** CPS stands for Commitment and Planning Support. CPS awards were granted as part of the Council's Commitment and Planning Support Funded Priority List. If your award is a CPS award, the title of your record will begin with "Commitment and Planning Support." Please see [Appendix A](#) for additional information on completing a performance report for a CPS awards.

If your award is not a CPS award, you may answer "No", and leave the remaining two boxes of the Performance Report blank.

**17. Please provide a summary of work completed under this award during this performance period.**

Provide a brief summary of activities conducted under this award during the previous performance year.

Before continuing to the next section of your performance report be sure to click "Save." Data may be lost when advancing to other tabs in your performance report without saving.

## Metrics Information

The screenshot shows a web interface with a navigation bar at the top containing 'Questions', 'Metrics' (highlighted in blue), 'Leveraging', 'Uploads', and 'Submission'. Below the navigation bar, there are two main sections: 'Application Metrics' and 'Performance Report Metrics'. Callout 1 points to the 'Application Metrics' section, which contains a table for 'HR007 : Marine habitat restoration - Acres of SAV restored'. The table has three rows: 'Baseline' with value 0, 'Current' with value 10, and 'Target' with value 150. Callout 2 points to the 'Update Current Metric Value' button below the table. Callout 3 points to the 'Performance Report Metrics' section, which displays 'Current : 15', 'Changed On : 6/29/2020 1:37:28 PM', and 'Changed By : dustin.reuther@restorethegulf.gov'. Callout 4 points to the 'Approval Status' dropdown menu, which is currently set to 'Pending'. There is also a 'Delete' button on the right side of the Performance Report Metrics section.

Application Metrics	
HR007 : Marine habitat restoration - Acres of SAV restored	
Baseline	0
Current	10
Target	150

Performance Report Metrics	
HR007 : Marine habitat restoration - Acres of SAV restored	
Current :	15
Changed On :	6/29/2020 1:37:28 PM
Changed By :	dustin.reuther@restorethegulf.gov
<a href="#">Update Current Metric Value</a>	
Approval Status: <a href="#">Pending</a>	
<a href="#">Delete</a>	

- 1. Application Metrics:** This area displays the Metrics selected in your project/program application along with the last previously updated “current” values for each (i.e., if you have previously completed a Performance Report). As a reminder, a description of Metrics can be found [here](#). Note: If your Metrics have not pre-populated from your application or a previous Performance Report please contact [helpdesk@restorethegulf.gov](mailto:helpdesk@restorethegulf.gov).
- 2. Update Current Metric Value:** This allows you to update the “Current” value for each Metric included in your project/program award.

The screenshot shows a dialog box titled 'Update Metric Current' with a close button (X) in the top right corner. Inside the dialog, there is a label 'Current' above a text input field containing the value '15'. Callout 3 points to this input field. Below the input field is a green button labeled 'Save changes'.

- 3. Current:** Enter the current numerical status for this metric.
- 4. Performance Report Metrics:** This displays the updated Current value(s) for each of your Metrics, when they were last updated, and by whom. The Approval Status can be either Pending, Approved, or Rejected. Pending indicates that either your Performance Report has yet to be submitted or that the RESTORE staff are still reviewing your submitted Performance Report. Approved indicates that your updated Current value(s) have been reviewed by RESTORE staff and were accepted. Rejected indicates a problem with the Performance Report. In this case the RESTORE staff will reach out to the Report Point of Contact via email regarding the next steps.



## Leveraging Information

Questions Metrics **Leveraging** Uploads Submission

**1** Application Leveraging

Funds: \$100,000 Source: NOAA  
Type: Source Type:  
Status:  
Description: Leveraged NOAA funds will be used to develop a pilot application to demonstrate how the GS SAV Restoration and Monitoring project can be scaled to the entire Gulf Region.

Funds: \$200,000 Source: CIAP  
Type: Source Type:  
Status:  
Description: In 2014, the PISL increased the pilot Vallisneria growing study to a full mesocosm scale using \$200,000 of Coastal Impact Assistance Program funds distributed by the Hair County Commission.

**9** Performance Report Leveraging

Funds: \$200,000 Source: NOAA  
Type: Co-funding Source Type: Other Federal  
Status: Committed  
Description: Leveraged NOAA funds will be used to develop a pilot application to demonstrate how the GS SAV Restoration and Monitoring project can be scaled to the entire Gulf Region.  
Changed On: 6/29/2020 1:39:25 PM  
Changed By: dustin.reuther@restorethegulf.gov  
Approval Status: Pending  
Edit Leveraging Delete

**2** Funds: \$0 Source:  
Type: Source Type:  
Status: Description:  
Changed On: Changed By:  
Edit Leveraging

- 1. Application Leveraging:** This displays the Leveraging identified in your application along with the last previously updated values for each (i.e., if you have previously completed a Performance Report). Note: If your funding has not pre-populated from your application or previous Performance Report, or you need to add or delete a Leveraged Fund please contact [helpdesk@restorethegulf.gov](mailto:helpdesk@restorethegulf.gov).
- 2. Edit Leveraging:** This allows you to update your Leveraging information.

**Leveraging**

**3** Funding Amount: 200000.00 **4** Funding Type: Co-funding

**5** Source: NOAA **6** Source Type: Other Federal

**7** Status: Committed

**8** Description: Leveraged NOAA funds will be used to develop a pilot application to demonstrate how the GS SAV Restoration and Monitoring project can be scaled to the entire Gulf Region.

Close Save changes

3. **Funding Amount:** Enter the updated total leveraged funding amount for the funding source described below. **Note: Decimal value cannot have more than 2 digits after the decimal.**
4. **Funding Type:** Use the drop-down menu to select the type of leveraging you are describing. The types of funding available are:

Co-funding: Costs will be shared across funding from two or more sources. The leveraged funding from all sources is required in order to achieve the project or program objective. In cases where co-funding is to be used, the commitment of such leveraged resources is required prior to award of Council-Selected Restoration Component funds. There may be an exception to this rule in cases where a project could be scaled down in the event that the anticipated co-funding did not materialize. In such cases, the Council would need to consider whether an FPL amendment and/or award amendment would be needed to address the change in project scale;

Adjoining: Activities are proposed in a location that adjoins another existing or proposed project. Geographic proximity is key to this type of leveraging of resources across projects;

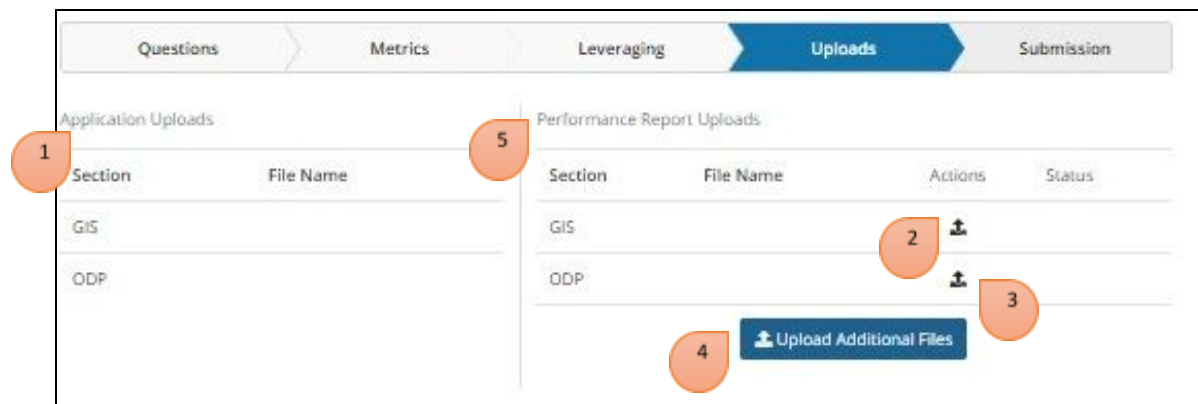
Builds on other work: The project builds upon activities completed or ongoing as part of other projects or programs but is not captured by either of the other two types of leveraging.

5. **Source:** Indicate the name of the agency/organization providing the leveraging funds.
6. **Source Type:** Use the drop-down menu to select the source type for the resources that may be leveraged with your activity.
7. **Status:** Use the drop-down menu to select the status of the leveraged funds being described. Options are Proposed (funds that have been proposed and may be provided in the future), Committed (funds that have been committed to be received for the activity), and Received.
8. **Description:** Provide a brief narrative for the leveraging funding information you are providing.

Use the light grey square in the bottom right-hand corner of each text box to pull down and expand to desired size for better visibility and ease of writing.

9. **Performance Report Leveraging:** This displays the updated Leveraging information for each of your leveraged funds, when they were last updated, and by whom. The Approval Status can be either Pending, Approved, or Rejected. Pending indicates that either your Performance Report has yet to be submitted or that the RESTORE staff are still reviewing your submitted Performance Report. Approved indicates that your updated Leveraging information has been reviewed by RESTORE staff and were accepted. Rejected indicates a problem with the Performance Report. In this case the RESTORE staff will reach out to the Report Point of Contact via email regarding the next steps.

## Uploads

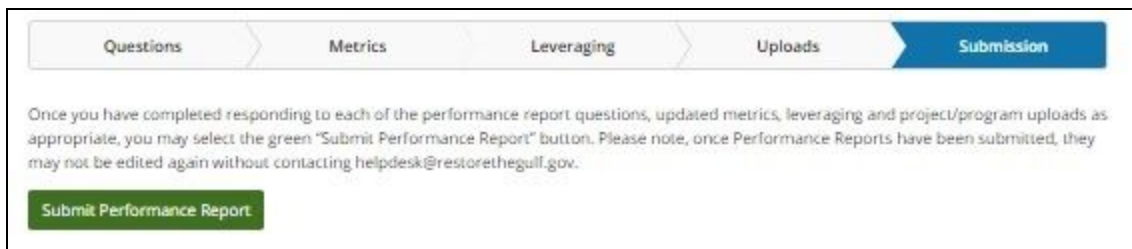


1. **Application Uploads:** This displays the GIS and ODP files uploaded in your application or files you've uploaded since (i.e., if you have previously completed a Performance Report).
2. **Upload GIS Files:** Clicking this icon allows you to upload updated GIS files. Files types can be either .7Z or .ZIP.
3. **Upload ODP<sup>2</sup> Files:** Clicking this icon allows you to upload an updated ODP. Files types can be .PDF, .DOC, or .DOCX.
4. **Upload Additional Files:** Clicking this button allows you to upload additional files which may not fall in the GIS or ODP categories, such as reports, additional details about work conducted during this performance period, or the CPS award required metrics upload (See [Appendix A](#) for more information). Files types can be .PDF, .DOC, .DOCX, .7Z, or .ZIP.
5. **Performance Report Uploads:** This section allows you to upload new files and displays newly uploaded files. The Approval Status can be either Pending, Approved, or Rejected. Pending indicates that either your Performance Report has yet to be submitted or that the RESTORE staff are still reviewing your submitted Performance Report. Approved indicates that your updated files have been reviewed by RESTORE staff and were accepted. Rejected indicates a problem with the Performance Report. In this case the RESTORE staff will reach out to the Report Point of Contact via email regarding the next steps.

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<sup>2</sup> Projects using the ODP template released with the [ODP Draft Interim Guidance](#) will have a separate Data Management Plan (DMP). For these projects, reporting instructions that refer to the ODP should be taken to refer to both the Observational Data Plan and Data Management Plan. For example, the DMP should be uploaded with the ODP file. As of the release of the 2021 ODP Guidance, the DMP template is supplanted by the electronic ODP form, which includes fields for all information formerly provided in the DMP. Projects using the electronic ODP form released in 2021 will not have a separate DMP.

## Submission



The screenshot shows a horizontal progress bar with five steps: Questions, Metrics, Leveraging, Uploads, and Submission. The Submission step is highlighted in blue. Below the progress bar, there is a text block explaining the submission process and a green button labeled "Submit Performance Report".

Questions Metrics Leveraging Uploads **Submission**

Once you have completed responding to each of the performance report questions, updated metrics, leveraging and project/program uploads as appropriate, you may select the green "Submit Performance Report" button. Please note, once Performance Reports have been submitted, they may not be edited again without contacting [helpdesk@restorethegulf.gov](mailto:helpdesk@restorethegulf.gov).

**Submit Performance Report**

When you are finished with your Performance Report click "Submit Performance Report". Your Performance Report will then be forwarded to RESTORE staff for review. Your report will either be accepted or rejected. If rejected the report will be opened back up to you automatically by RESTORE staff and you will receive an email detailing next steps.

# Viewing Performance Reports



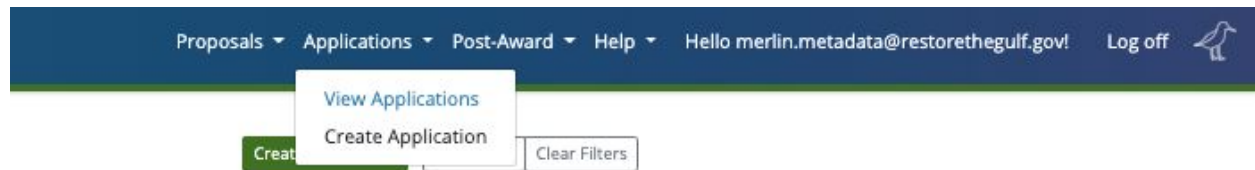
The screenshot shows a web interface titled "Performance Reports" with a subtitle "Associated Performance Reports". It features a search bar labeled "App Name" with a "Search" button. Below the search bar is a table with columns: "App Name", "Creator", "Date Created", and "Status". A single report is listed with the title "Bliss Bay Submerged Aquatic Vegetation Restoration and Monitoring Program", creator "dustin.reuther@restorethegulf.gov", date "6/29/2020 1:34:50 PM", and status "Pending". To the right of the report are three icons: a pencil (edit), a printer (print), and a trash bin (delete). At the bottom, it says "Page 1 of 1" and has a blue button labeled "1".

App Name	Creator	Date Created	Status
Bliss Bay Submerged Aquatic Vegetation Restoration and Monitoring Program	dustin.reuther@restorethegulf.gov	6/29/2020 1:34:50 PM	Pending

Within PIPER select the Post-Award tab at the top of the webpage. This will present you with two options: View Performance Reports and Create Performance Report. Click “View Performance Reports” to view or edit your report(s).

- 1. Search:** You can search your reports by title using the search box next to “App Name”.
- 2. Edit:** Select the pencil icon next to the report you want to edit. This will bring you to the report editor. If you need assistance with anything within the report editor, look for the corresponding section within the “Create Performance Report” portion of this manual.
- 3. Print:** Select the printer icon next to the report you want to print. This will create a downloadable Word document file of your report.
- 4. Delete:** Select the bin icon next to the report you would like to delete. **Note: You will be able to delete a Performance Report record until the report is submitted. Please be careful, not to select this icon, if you do not wish to delete the record.**

You may also view Performance Reports within the Application record for your award. To do so select “Applications” from the navigation bar at the top of your screen.



This will pull up a list of the awards and applications submitted by your organization or agency.

**1. Search:** You can search your awards by title using the search box next to “Title”.













Applications

Create Application

Filter By

Clear Filters

All Applications Created by and Associated With Me

Title	Sponsor	Bucket	EG ID	Status	
1 <input type="text" value="Search"/>					
Expenditure Plan #23: Orange Beach North Force Main Upgrade	AL	SEP	122	Awarded	2  
State Expenditure Plan #25: Fairhope Sewer Upgrade Phase I	AL	SEP	117	Awarded	 
State Expenditure Plan #8: Aloe Bay/Mississippi Sound Water Quality Enhancement Project	AL	SEP	GNS2020000064	Accepted for Review	 
State Expenditure Plan #9: Extension of Effluent Force Main from Bayou La Batre WWTF	AL	SEP	116	Awarded	 
State of Alabama Planning State Expenditure Plan (PSEP)	AL	SEP	79	Awarded	 
Strategic Land Protection, Conservation, and Enhancement of Priority Gulf Coast Landscapes in MS	MS	FPL	60	Awarded	 

**2. View Award:** To view details about a specific award, including performance reports, select the “eye” icon next to the appropriate award. This will pull up the award record.

**3. View Performance Reports:** To view a list of all performance reports submitted under this award, select “Performance Reports” at the top right of your screen.

The screenshot shows the 'Application Viewer' interface. At the top, there's a navigation bar with tabs: General, Goals, Location, Narrative, Environmental, Uploads, and Submission. The 'General' tab is active. Below the tabs, there's a 'Title' field with the text 'TRAINING: Bliss Bay PIPER Habitat Restoration Project'. Below that is an 'Abstract' field with a character limit of 1500. The abstract text describes a project to restore and enhance migratory and shore bird habitat along 600 miles of the Gulf Coast. Below the abstract, there are three dropdown menus: 'Category' (Planning and Implementation), 'Activity Type' (Project), and 'Program' (--Select--). Below these are three input fields: 'Is this a construction project?' (checked Yes), 'Project Duration (years)' (5), and 'Requested Funding Amount' (15213200.00). In the top right corner, there's a 'Performance Reports' dropdown menu with a blue button labeled 'Select Performance Report --'. A red circle with the number '3' is overlaid on the 'Performance Reports' dropdown menu.

## Appendix A: CPS Award Performance Reporting

Commitment and Planning Support (CPS) projects are projects that were funded in the Council’s [2017 Comprehensive Plan Commitment and Planning Support Funded Priorities List](#) (2017 CPS FPL).

The Performance Report form for CPS awards does not differ from other FPL or SEP award Performance Report forms. However, your responses on the Performance Report for CPS awards will be different. On the next pages we provide an example of how a CPS award Performance Report may be completed and submitted.

In accordance with the [reporting requirements](#) outlined in the final 2017 CPS FPL, in addition to completing the Performance Report form in PIPER, please also provide the following as an upload with your performance report:

### Annual Performance Report Narrative

Please upload in PIPER a performance narrative, and a completed metrics table describing CPS-funded activities to have taken place over the last annual performance period. As part of the award annual reporting requirements please include an accounting of any collaborative actions, meetings, workshops, FPL-related Planning, adaptive management (lessons learned),

potential project/program concepts, and documents produced with CPS funding using the CPS Annual Metrics Reporting Table.

### **CPS Metrics Reporting**

Along with your CPS Performance Report, please upload the metric table available at the link below:

[CPS Annual Metrics Reporting Table](#)







## Example CPS Performance Report Form

### Performance Report Details

Application Name : TRAINING: Bliss Bay PIPER Habitat Restoration

Bucket Type: SEP 

Project

Questions	Metrics	Leveraging	Uploads	Submission
<p>1. Is the project on schedule? Yes  *</p> <p>CPS funds have been used as described in the Bliss Bay State Year 2 Workplan.</p>				
<p>2. Are there any goals that may not be fully accomplished or metric targets that may not be met within the award time? No  *</p> <p>If "YES" can those goals be accomplished and metric targets met with a time extension, modification of milestone dates, or other adaptive management strategies? N/A  *</p> <p>If "Yes", please indicate whether you have communicated this to Council staff, and whether you need to have further discussion with Council staff. N/A  *</p>				
<p>3. Please describe any adaptive management strategies you have implemented or plan to implement to help accomplish project goals and meet metric targets, including a time extension and/or modification of milestone dates. Please also be sure to update this information in the milestones reporting, if appropriate.</p> <p>N/A CPS Award</p>				
<p>4. The metric values for your project are shown to the right. Update the "current" value for all metrics, as appropriate. N/A  * </p>				

Example responses continue on the next page.



5. Have you begun collecting observational data? N/A \*

N/A CPS Award

6. Are you on schedule to perform all data collection activities described in your ODP? N/A \*

N/A CPS Award

7. Have you submitted an updated ODP? Answer no if your updated ODP contains no new or revised information. N/A \*

N/A CPS Award

8. Is your ODP up-to-date? To answer yes, your ODP should accurately reflect all the information available about your planned and/or ongoing data collection and management activities, including the timing and schedule for data collection and management. N/A \*

If "no," briefly describe the needed revisions and indicate when an updated ODP will be provided.

N/A CPS Award

9. Is there information needed to complete your ODP that is still unavailable or TBD? N/A \*

If "yes", when do you expect this information to be available?

N/A CPS Award

10. Are your data publicly available? N/A \*

If "no," when and how it will it be shared?

N/A CPS Award

If "yes," how and where is it accessible? Is the associated metadata record in the Council's metadata record tool (MERLIN) up-to-date?

Example responses continue on the next page.

11. If you have developed any deliverables, reports, or publications (manuscripts in refereed journals, presentations, etc), have they been uploaded to PIPER?  \*

12. Leveraging information for your project are shown on the leveraging tab. Do you need to update your leveraging information? If yes, update the leveraging information, as appropriate.  \* [View](#)

13. If co-funding has been identified for this project, are you on target to receive those funds?  \*

14. Have you updated your GIS files?  \*

If "yes," please describe what changed and why.

15. Have you met the requirements of any special award conditions applicable to this performance period?  \*

If "Yes", please provide a description of the special award condition requirements addressed.

16. Is this a Commitment and Planning Support (CPS) FPL-funded project?  \*

If "yes", have you uploaded any supporting documents related to funded activities, when appropriate (e.g., collaboration activities, stakeholder and public engagement workshops/meetings, potential project/program concepts, etc.)?

Yes, a list of meetings attended using CPS funds has been uploaded with this performance report. In addition the CPS Annual Metrics Table has also been uploaded.

If "yes" please provide a narrative which describes CPS-funded activities as outlined in both the CPS Performance Review Guidance.

The State of Bliss Bay met with respective Council members and staff to discuss funding priorities, and project specific restoration objectives. SBB also submitted the FPL 3b proposals in the reporting period. See uploaded Performance Narrative for additional details.

Save


# Appendix B: Award Closeout Performance Reporting

The final performance report submitted at the end of the period of performance for a RESTORE Council funded award is part of the process of “closing” an award. As there is not a separate PIPER “Close-out” module, grant/IAA recipients are asked to submit a final “Performance Report” in PIPER that includes additional “Close-out” uploads, as the final step in closing an award. Instructions for providing this final report are described below. You’ll note many of these instructions are duplicative of the instructions for providing a Performance Report, areas that differ for the final “Close-out” report are **highlighted in RED** below.

## Getting Started

To begin the process of closing out your award in PIPER, please log into PIPER at <https://www.restorethegulf.gov/apps/piper>. If you are unable to log into PIPER please contact the RESTORE Council helpdesk ([helpdesk@restorethegulf.gov](mailto:helpdesk@restorethegulf.gov)).

Upon logging in, select “Go” under the “Performance Report” module box as shown below.



**Program Information Platform for Ecosystem Restoration (PIPER)**

Use the links below to navigate to the different application modules.

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**PRE-Award**

Collaboration	Proposal	Application
This module features spatial viewing of the collaboration database.	This module features proposal record creation and reviewing.	This module features application record creation and reviewing.
<a href="#">Go</a>	<a href="#">Go</a>	<a href="#">Go</a>

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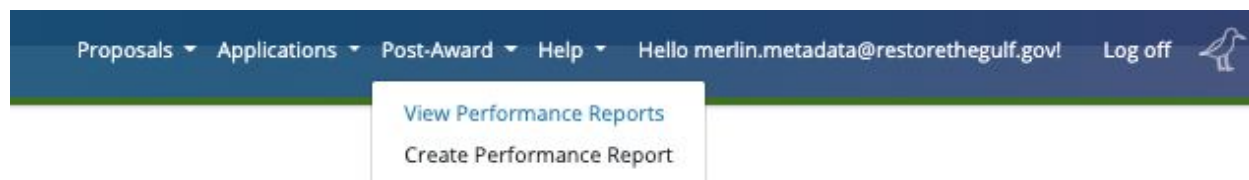
**POST-Award**

Performance Report
This module features data entry for performance reporting.
<a href="#">Go</a>

**Tools**

- [MERLIN - Metadata Tool](#)
- [Helpful Links](#)

# Creating a Final Performance Report



**Step 1:** Select the Post-Award tab at the top of the webpage. This will present you with two options: “View Performance Reports” and “Create Performance Report.” Select “Create Performance” to begin.

A screenshot of a web form titled 'Create Performance Report' in a green serif font. The form is divided into two main sections. The left section, 'Select an Awarded Application', contains a dropdown menu with the selected option 'Bliss Bay Submerged Aquatic Vegetation Rest'. The right section, 'Application Details', displays information for the selected application: Title ('Bliss Bay Submerged Aquatic Vegetation Restoration and Monitoring Program'), Abstract (a paragraph about SAV restoration and monitoring), Activity Type ('Planning and Implementation'), and Requested Funding Amount ('\$75000'). At the bottom right of the form is a green button labeled 'Create Performance Report'.

**Step 2:** You will then be taken to a page with a dropdown list titled “Select an Awarded Application” containing the awarded projects and programs for your agency. Once an awarded application is selected, details about that award will be displayed under “Application Details”, including the application title, abstract, activity type, and requested funding amount. After selecting the appropriate

application from the “Select an Awarded Application” dropdown, click the green “Create Performance Report” button in the bottom right of the page.

You will then be brought to a blank Performance Report, which includes a series of tabs, all of which will be explained in further detail in designated sections of this user manual. Some information in these tabs will be pre-populated with information submitted in your selected award application. You may save your progress by clicking the green “Save” button at the bottom of the Questions tab to enable you to return to your report if need be. You can return to an incomplete report by selecting “View Performance Reports” under the Post-Award tab on the top of the webpage. Select the pencil icon next to the report you want to edit, allowing you to resume performance reporting.

## Performance Reporting Questions

The screenshot shows a web application interface for the 'Performance Reporting Questions' tab. At the top, there are five tabs: 'Questions' (active), 'Metrics', 'Leveraging', 'Uploads', and 'Submission'. Below the tabs, there are four numbered questions:

1. Is the project on schedule?  \*
2. Are there any goals that may not be fully accomplished or metric targets that may not be met within the award time?  \*
- If "YES" can those goals be accomplished and metric targets met with a time extension, modification of milestone dates, or other adaptive management strategies?  \*
- If "Yes", please indicate whether you have communicated this to Council staff, and whether you need to have further discussion with Council staff.  \*

Below these questions is a large text area for question 3: "Please describe any adaptive management strategies you have implemented or plan to implement to help accomplish project goals and meet metric targets, including a time extension and/or modification of milestone dates. Please also be sure to update this information in the milestones reporting, if appropriate." At the bottom, there is a question 4: "The metric values for your project are shown on the 'metrics' tab. Would you like to update them?" with a  dropdown and a  button.

The following questions are included as part of the Questions tab in the Performance Report. Please answer Yes, No, or N/A and provide explanations in the note sections where appropriate.

### 1. Is the project on schedule?

For closeout reporting, select “Yes” if the award is closing out on schedule, and “No” if the activities under the award were delayed during the award’s period of performance. In the text box, please provide a brief explanation of delays experienced during the entire award period of performance (e.g. No-cost extensions, etc.).

### 2. Are there any goals that may not be fully accomplished or metric targets that may not be met within the award time?

For closeout reporting, select “Yes”, if any of the project/program goals and/or metric targets identified when the activity was awarded will not be met. If “Yes”, provide an explanation of the goals and/or metric targets not being met, and describe any factors or circumstances that may have played a role in project performance.

**If “YES” can those goals be accomplished and metric targets met with a time extension, modification of milestone dates, or other adaptive management strategies?**

For closeout reporting, enter the following text: “N/A - Final award closeout report.”

**3. Please describe any adaptive management strategies you have implemented or plan to implement to help accomplish project goals and meet metric targets, including a time extension and/or modification of milestone dates. Please also be sure to update this information in the milestones reporting, if appropriate.**

For closeout reporting, provide a description of any adjustments to activities that were implemented to meet project goals and objectives (e.g. adjustments to budget spending categories, post-storm assessments, scheduling changes due to unforeseen events, feedback from partners/subrecipients). If the award is for an implementation activity, please also include a description of the anticipated duration of project benefits, and any uncertainties regarding them.

**4. The metric values for your project are shown to the right. Update the “current” value for all metrics, as appropriate.** Select “Yes” if you have updated your metric’s “Current” values. Select “No” if there is no change to your metric values. Please see the [Metrics Information section](#) of this User Guide for additional guidance on updating your metric values.

For closeout reporting, the metric values entered under “current” should match or exceed the target metric values provided when the activity was awarded. If they do not, an explanation of the differences should be provided under Question #2 of the performance report.

**5. Have you begun collecting observational data?** In the text box, please provide a brief description of the observational data you have begun collecting.

For closeout reporting, select “Yes” and indicate in the text box that details are provided with the Observational Data Closeout form (to be completed outside of PIPER and uploaded with your performance report). See below for additional information on completing the Observational Data Closeout form.

**6. Are you on schedule to perform all data collection activities described in your ODP?** (Observational Data Plan<sup>3</sup>) For closeout reporting, select “Yes” and indicate in the text box that details are provided with the Observational Data Closeout form (to be completed outside of PIPER and uploaded with your performance report). See below for additional information on completing the Observational Data Closeout form.

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<sup>3</sup> Projects using the ODP template released with the ODP Draft Interim Guidance will have a separate Data Management Plan (DMP). For these projects, reporting instructions that refer to the ODP should be taken to refer to both the Observational Data Plan and Data Management Plan. As of the release of the 2021 ODP Guidance, the DMP template is supplanted by the electronic ODP form, which includes fields for all information formerly provided in the DMP. Projects using the electronic ODP form released in 2021 will not have a separate DMP.

**7. Have you submitted an updated ODP?**

For closeout reporting, your response to this question will likely be “Yes” as a final ODP with updates on all contact information, metrics, and parameters is required before award closeout. See below for additional information on completing the Observational Closeout form.

**8. Is your ODP up-to-date? To answer yes, your ODP should accurately reflect all the information available about your planned and/or ongoing data collection and management activities, including the timing and schedule for data collection and management.**

For closeout reporting, your response to this question should be “Yes” as a final ODP with updates on all contact information, metrics, and parameters is required before award closeout. See below for additional information on completing the Observational Data Closeout form.

**9. Is there information needed to complete your ODP that is still unavailable or TBD?**

For closeout reporting, your response to this question should be “No” as a final ODP, with updates on all contact information, metrics and parameters is required before award closeout. See below for additional information on completing the Observational Data Closeout form.

**10. Are your data publicly available?**

For closeout reporting, your response to this question should be “Yes” as making data publicly available is part of RESTORE Council award conditions. See below for additional information on completing the Observational Data Closeout form.

If "yes," how and where is it accessible? Is the associated metadata record in the Council's metadata record tool ([MERLIN](#)) up-to-date?

For closeout reporting, your response to this question should be “Yes” as providing ISO 19115-compliant metadata for all funded activities is required for all RESTORE Council awards. See below for additional information on completing the Observational Data Closeout form.

**11. If you have developed any deliverables, reports, or publications (manuscripts in refereed journals, presentations, etc), have they been uploaded to PIPER?**

For closeout reporting, please indicate any deliverables that have been uploaded into PIPER. Additional details regarding any papers, reports, or publications may be described in the Observational Data Closeout form.

**12. Leveraging information for your project is shown to the right. Do you need to update your leveraging information?** If yes, update the leveraging information, as appropriate. **Please see the Leveraging Information at Closeout section of this User Guide for additional guidance on updating your leveraging values for your final performance report.**

**13. If co-funding has been identified for this project, are you on target to receive those funds?**

For closeout reporting, the response to this question should be “Yes”. The RESTORE Council definition for “co-funding” specifies that “co-funding” indicates that the funding is required to complete the activity. Therefore, at award closeout all co-funding funds should be “received.”

**14. Have you updated your GIS files?**

If "yes," please describe what changed and why. **Note: At award closeout final GIS files that include geospatial data for all areas of activity under the award must be provided. See the Closeout Uploads Section below for additional guidance on providing your final GIS files.**

**15. Have you met the requirements of any special award conditions applicable to this performance period?**

If "Yes", please provide a description of the special award condition requirements addressed. **At award closeout all Special Award conditions for your award should be met.**

**16. Is this a CPS-funded project?** CPS stands for Commitment and Planning Support. CPS awards were granted as part of the Council's Commitment and Planning Support Funded Priority List. If your award is a CPS award, the title of your record will begin with "Commitment and Planning Support." Please see [Appendix A](#) for additional information on completing a performance report for a CPS awards.

**If your award is not a CPS award, you may answer "No", and leave the text box blank.**

**Note: Closeout instructions for CPS awards is in development, and will be provided closer to the time of CPS award closeout.**

**17. Please provide a summary of work completed under this award during this performance period.**

Provide a brief summary of activities conducted under this award during the previous performance year.

**Note: For award closeout, please provide a summary of activities completed since the last performance report was submitted.**

**Before continuing to the next section of your performance report be sure to click "Save." Data may be lost when advancing to other tabs in your performance report without saving.**



## Final Metrics Information

Application Metrics		Performance Report Metrics	
HR007 : Marine habitat restoration - Acres of SAV restored		HR007 : Marine habitat restoration - Acres of SAV restored	
Baseline	0	Current :	15
Current	10	Changed On :	6/29/2020 1:37:28 PM
Target	150	Changed By :	dustin.reuther@restorethegulf.gov

- 1. Application Metrics:** This area displays the Metrics selected in your project/program application along with the last previously updated “current” values for each (i.e., if you have previously completed a Performance Report). As a reminder, a description of Metrics can be found [here](#). Note: If your Metrics have not pre-populated from your application or a previous Performance Report please contact [helpdesk@restorethegulf.gov](mailto:helpdesk@restorethegulf.gov).
- 2. Update Current Metric Value:** This allows you to update the “Current” value for each Metric included in your project/program award.

Update Metric Current

Current

15

Save changes

- 3. Current:** Enter the current numerical status for this metric.

For closeout reporting, the metric values entered under “current” should match or exceed the target metric values provided when the activity was awarded. If they do not, an explanation of the differences should be provided under Question #2 of the performance report.

- 4. Performance Report Metrics:** This displays the updated Current value(s) for each of your Metrics, when they were last updated, and by whom. The Approval Status can be either Pending, Approved, or Rejected. Pending indicates that either your Performance Report has yet to be submitted or that the RESTORE staff are still reviewing your submitted Performance Report. Approved indicates that your updated Current value(s) have been reviewed by RESTORE staff and were accepted. Rejected

indicates a problem with the Performance Report. In this case the RESTORE staff will reach out to the Report Point of Contact via email regarding the next steps.

## Final Leveraging Information

Questions	Metrics	Leveraging	Uploads	Submission
<b>Application Leveraging</b>				
1				
Funds: \$100,000	Source: NOAA	Type:	Source Type:	Status:
Description: Leveraged NOAA funds will be used to develop a pilot application to demonstrate how the GS SAV Restoration and Monitoring project can be scaled to the entire Gulf Region.				
Funds: \$200,000	Source: CIAP	Type:	Source Type:	Status:
Description: In 2014, the PISL increased the pilot Vallisneria growing study to a full mesocosm scale using \$200,000 of Coastal Impact Assistance Program funds distributed by the Hair County Commission.				
<b>Performance Report Leveraging</b>				
9				
Funds: \$200,000	Source: NOAA	Type: Co-funding	Source Type: Other Federal	Approval Status: Pending
Status: Committed				
Description: Leveraged NOAA funds will be used to develop a pilot application to demonstrate how the GS SAV Restoration and Monitoring project can be scaled to the entire Gulf Region.				
Changed On : 6/29/2020 1:39:25 PM				
Changed By : dustin.reuther@restorethegulf.gov				
Edit Leveraging				
Delete				
2				
Funds: \$0	Source:	Type:	Source Type:	Approval Status: Pending
Status:				
Description:				
Changed On :				
Changed By :				
Edit Leveraging				

- 1. Application Leveraging:** This displays the Leveraging identified in your application along with the last previously updated values for each (i.e., if you have previously completed a Performance Report). Note: If your funding has not pre-populated from your application or previous Performance Report, or you need to add or delete a Leveraged Fund please contact [helpdesk@restorethegulf.gov](mailto:helpdesk@restorethegulf.gov).
- 2. Edit Leveraging:** This allows you to update your Leveraging information.

The screenshot shows a 'Leveraging' form with the following fields and callouts:

- 3** Funding Amount: 200000.00
- 4** Funding Type: Co-funding
- 5** Source: NOAA
- 6** Source Type: Other Federal
- 7** Status: Committed
- 8** Description: Leveraged NOAA funds will be used to develop a pilot application to demonstrate how the GS SAV Restoration and Monitoring project can be scaled to the entire Gulf Region.

Buttons at the bottom: Close, Save changes

3. **Funding Amount:** Enter the updated total leveraged funding amount for the funding source described below. **Note: Decimal value cannot have more than 2 digits after the decimal.**
4. **Funding Type:** Use the drop-down menu to select the type of leveraging you are describing. The types of funding available are:

Co-funding: Costs will be shared across funding from two or more sources. The leveraged funding from all sources is required in order to achieve the project or program objective. In cases where co-funding is to be used, the commitment of such leveraged resources is required prior to award of Council-Selected Restoration Component funds. There may be an exception to this rule in cases where a project could be scaled down in the event that the anticipated co-funding did not materialize. In such cases, the Council would need to consider whether an FPL amendment and/or award amendment would be needed to address the change in project scale;

Adjoining: Activities are proposed in a location that adjoins another existing or proposed project. Geographic proximity is key to this type of leveraging of resources across projects;

Builds on other work: The project builds upon activities completed or ongoing as part of other projects or programs but is not captured by either of the other two types of leveraging.

5. **Source:** Indicate the name of the agency/organization providing the leveraging funds.
6. **Source Type:** Use the drop-down menu to select the source type for the resources that may be leveraged with your activity.

7. **Status:** Use the drop-down menu to select the status of the leveraged funds being described. Options are Proposed (funds that have been proposed and may be provided in the future), Committed (funds that have been committed to be received for the activity), and Received.  
**Note:** At award closeout all leveraging funds should be listed as “received”. If funds were proposed, but never received, please revise the leveraged value amount for those funds to “0”, and revise the status to “received.”
8. **Description:** Provide a brief narrative for the leveraging funding information you are providing.  

Use the light grey square in the bottom right-hand corner of each text box to pull down and expand to desired size for better visibility and ease of writing. For closeout reporting, please update the leveraged funding description to indicate any change in the leveraged funding amount during the project’s duration, and the reason for this change. For leveraged funding that was “proposed” when the award was made, but never received due to unforeseen circumstances, please provide an explanation for why those funds were not received (e.g. “Funds proposed for purchase of adjoining property were not received as property is no longer available for purchase by partner agency.”)
9. **Performance Report Leveraging:** This displays the updated Leveraging information for each of your leveraged funds, when they were last updated, and by whom. The Approval Status can be either Pending, Approved, or Rejected. Pending indicates that either your Performance Report has yet to be submitted or that the RESTORE staff are still reviewing your submitted Performance Report. Approved indicates that your updated Leveraging information has been reviewed by RESTORE staff and were accepted. Rejected indicates a problem with the Performance Report. In this case the RESTORE staff will reach out to the Report Point of Contact via email regarding the next steps.

## Final Uploads

Application Uploads		Performance Report Uploads			
Section	File Name	Section	File Name	Actions	Status
GIS		GIS			
ODP		ODP			

Upload Additional Files

1. **Application Uploads:** This displays the GIS and ODP files uploaded in your application or files you’ve uploaded since (i.e., if you have previously completed a Performance Report).
2. **Upload GIS Files:** Clicking this icon allows you to upload updated GIS files. Files types can be either .7Z or .ZIP. For award closeout: If your project location was changed during the period of


performance e.g. (increased or decreased in size, specific locations were identified, etc.) or your award included a special award condition requiring final GIS data be submitted at closeout, upload those files in this section. Please have the spatial data in the template format ([template link](#)) and update the metadata as needed.

3. **Upload ODP<sup>4</sup> Files:** Clicking this icon allows you to upload an updated ODP. Files types can be .PDF, .DOC, or .DOCX.
4. **Upload Additional Files:** Clicking this button allows you to upload additional files which may not fall in the GIS or ODP categories, such as reports, additional details about work conducted during this performance period, or the CPS award required metrics upload (See [Appendix A](#) for more information). Files types can be .PDF, .DOC, .DOCX, .7Z, or .ZIP.

**Note:** For Closeout Reporting a Observational Data Closeout Report is required to be completed outside of PIPER, and uploaded as a PDF to PIPER. Please see the Observational Data Closeout Report Instructions below for additional information.

5. **Performance Report Uploads:** This section allows you to upload new files and displays newly uploaded files. The Approval Status can be either Pending, Approved, or Rejected. Pending indicates that either your Performance Report has yet to be submitted or that the RESTORE staff are still reviewing your submitted Performance Report. Approved indicates that your updated files have been reviewed by RESTORE staff and were accepted. Rejected indicates a problem with the Performance Report. In this case the RESTORE staff will reach out to the Report Point of Contact via email regarding the next steps.

## Submission



When you are finished with your Performance Report click “Submit Performance Report”. Your Performance Report will then be forwarded to RESTORE staff for review. Your report will either be accepted or rejected. If rejected the report will be opened back up to you automatically by RESTORE staff and you will receive an email detailing next steps.

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<sup>4</sup> Projects using the ODP template released with the [ODP Draft Interim Guidance](#) will have a separate Data Management Plan (DMP). For these projects, reporting instructions that refer to the ODP should be taken to refer to both the Observational Data Plan and Data Management Plan. For example, the DMP should be uploaded with the ODP file. As of the release of the 2021 ODP Guidance, the DMP template is supplanted by the electronic ODP form, which includes fields for all information formerly provided in the DMP. Projects using the electronic ODP form released in 2021 will not have a separate DMP.

# Observational Data Closeout Report

An Observational Data Closeout Report is required as part of closing out all RESTORE Council awards. Some of the questions included in the Observational Data Closeout Report may be somewhat duplicative of the questions asked in the PIPER Performance Report form. We encourage recipients to use the Observational Data Closeout Report to provide more specific details regarding data collection activities and results, than is requested in the Performance Report Form.

To complete your Observational Data Closeout Report, please fill out and submit the Google form linked [here](#).

This form is accessible without a Google account. Please note that the only way to save your responses between sessions is to submit the form. When you have submitted your form, you will receive an email confirmation containing your submission. This email will also contain a link where you may edit your responses.

## Observational Data Closeout Report Questions

### Section 1

1. **Email address:** Please enter the email address of the observational data steward completing the Observational Data Closeout report.
2. **Project Name:** Please enter the full name of your award. Be sure to match this name with the title recorded in PIPER.
3. **Project observational data closeout report submission date:** Enter the date of completion for this data closeout report, at which time all project activities should be considered complete.
4. **I have verified that the current values of metrics are up-to-date in PIPER and can be considered final as of the submission of this report.**

Check box. See the [Final Metrics Information](#) instructions for additional information on final metrics reporting.

5. **I verify that the latest Observational Data Plan (ODP) uploaded to PIPER contains no inaccuracies, missing details, or TBD items, and may be considered final as of the submission of this report.**

At award closeout the final version of the ODP should be uploaded along with the final Performance Report. See the Final Uploads instructions for additional information on uploading ODP documents.

- 6. Have you completed observational data collection of all metrics and measures as of the submission of this report?**

At award closeout the observational data collection described for metrics and measures identified in the ODP using award funds should be completed. However, additional data collection may occur following closeout using funds outside of the award (see Question 7 below).

- 7. If you anticipate ongoing observational data collection beyond closeout of this award, please describe these activities as well as plans for subsequent data management.**

Please describe any observational data collection expected to take place following award closeout. For example, this could include a long-term monitoring plan to be implemented using leveraged funds.

- 8. I verify that the latest Data Management Plan (DMP) uploaded to PIPER contains no inaccuracies, missing details, or TBD items, and may be considered final as of the closeout date.**

If you are using the ODP form template released in the [ODP Draft Interim Guidance](#), you are required to submit a separate DMP form. At award closeout the final version of the DMP should be uploaded along with the final Performance Report. Projects using the electronic ODP form released in 2021 will not have a DMP form, and should select the second response option. See the Final Uploads instructions for additional information on uploading ODP documents.

- 9. I have made restricted-use data available to the Council in a digital, machine-readable and non-proprietary format as of the closeout date.**

All Council-funded activities are required to make their award data publicly available in a digital, machine-readable and non-proprietary format, unless it is restricted-use. Any restricted-use data should be provided to the Council before award closeout. Select “Not applicable” if there is no restriction on the use of data related to this project.

- 10. I have made all other data related to my project publicly available in a digital, machine-readable and non-proprietary format as of the closeout date.**

See explanation for question 9.

- 11. For each data type listed in your DMP, please describe how to access the data, providing links if possible. Data collected for each ODP measure should be included.**

Projects using the electronic ODP form released in 2021 will not have a DMP form, and should instead reference each of the data types from the electronic ODP. These data types should capture all data and derivative products generated under this award. Please provide a permalink

for each data type, or if one is not available, provide as much detail as necessary to allow each data type to be readily retrieved based on your description.

- 12. If you have not yet made portions of your data publicly available, please explain why and describe when and how it will be shared.**

If any data or derivative products generated under this award are not publicly available, please list them (excluding restricted-use data that has been made available to the Council, per item 9) and provide an explanation for each. Because all Council-funded activities are required to make their data publicly available in a digital, machine-readable and non-proprietary format, we recommend that projects not able to do so prior to closeout reach out to coordinate with Council staff in advance of submitting this closeout report.

- 13. I have made metadata for my project publicly available in ISO-19115 Format.**

According to the Council's approved metadata standard, Council-funded activities are to provide award metadata in an ISO-19115 format.

- 14. Please describe how to access your metadata, providing a link if possible.**

To assist with meeting the Council's metadata standard requirements, the Council provides an ISO-19115 compliant metadata record creation tool called MERLIN. Details about creating and editing metadata records in MERLIN are available at:

<https://restorethegulf.gov/merlin-landingpage>. Please reach out to [merlin@restorethegulf.gov](mailto:merlin@restorethegulf.gov) for additional questions about accessing MERLIN or editing metadata records.

- 15. Please list any papers, reports, or publications that make use of data related to this project and describe how they may be accessed.**

Note: This question is duplicative of a question on the final performance report for awards. Please use this section of the Observational Data Closeout Report to provide reference details (e.g., citations) for these items as well as for any additional papers, reports, or publications that may not have been uploaded to PIPER.

## **Section 2**

### **Project measures - I**

For each of the measures listed in the award Observational Data Plan please provide the following information:

- 1. Measure name**
- 2. Were the success criteria met? (e.g. targets)**
- 3. What was the completion value?**

Units must match the units described in the ODP.

- 4. Please briefly describe any related results or findings, if applicable.**
- 5. Is there an additional project measure?**



By selecting “Yes” to this question, the Observational Data Closeout Report form will indicate that additional project/program measures are to be reported in. Selecting “No” indicates that there are no additional project/program measures to report on. When there are no more additional project/program measures to report on, please proceed to the Observational Data Closeout Summary section of the Observational Data Closeout Report form.

### **Observational Data Closeout Summary**

1. **Based on your observational data, please provide a statement summarizing project achievements (including benefits supporting the project goals and objectives).**

Provide a long-form, narrative response to this question.

2. **Please describe any lessons learned (including lessons learned from the results of your data or data collection activities) not already captured in your closeout reporting.**

Provide a long-form, narrative response to this question, if applicable.

3. **Are there any other “next steps” that may be appropriate with regard to this or similar data collection efforts moving forward?**

Provide a long-form, narrative response to this question, if applicable.

### **Observational Data Closeout Report Submission**

When you have filled out all of the required questions (marked with red asterisks) in your Observational Data Closeout form, click the “Submit” button. This will save your responses and provide you with a copy via a confirmation email. To revise your responses, use the link provided in the confirmation email to reopen the form, and remember to click “Submit” to save any changes. You may repeat this process as needed.

Once you are satisfied with the responses in your confirmation email, please upload a PDF copy to PIPER. To do so, save the email as a PDF by opening the print menu and selecting "save as PDF" from the printer options. If you are unable to save, please request a PDF copy from Council staff that you may upload to PIPER.